

# **MEETING MINUTES**

## **AIRPORT OPERATIONS COMMISSION MEETING APRIL 13, 2015 - MONDAY - 7:00 A.M. WAUKESHA COUNTY AIRPORT TERMINAL BUILDING CONFERENCE ROOM 2525 AVIATION DRIVE**

### **In attendance-**

Commissioners: Crowley, Madrigrano and Payne  
Staff: Kurt Stanich, Matt Grenoble, Aimee Scrima  
Others: Eric Whitting, Mike Stein, Ray Dalman

### **Approve/modify meeting minutes of March 15, 2015.**

Motion to approve by Commissioner Payne, Second by Commissioner Madrigrano, motion carried.

### **Public comment/correspondence.**

None

### **Discussion and Recommendation on Ordinance to Repeal and Recreate Chapter 9 Section 102 of the Waukesha County Code of Ordinances.**

In the process of investigating the option to add Stein's Aircraft Services, LLC as an Aircraft Fuels & Oil Aeronautical Service Provider application, Corporate Counsel determined Chapter 9 Section 102 of the Waukesha County Code of Ordinances needed further clarification in moving forward.

Section 9-102 "Definitions" does not define a fixed based operator, though it is referred to frequently in the ordinance and furthermore is needed for proper interpretation. This ordinance will clarify to the following definition:

"Fixed base operator" means any person or entity (a) with whom the County has a fixed base operator lease or operating agreement or (b) that has been approved by the Commission as an aircraft fuels and oil service aeronautical service provider.

Corporation Counsel assisted in drafting the ordinance which will be presented to the Waukesha County Board of Supervisors for action at their April 28<sup>th</sup>, 2015 Board Meeting. Waukesha County Airport staff has reviewed the above and recommends approval. Noted, it does not change existing agreements, just clarifies the wording for future interpretation.

Motion to approve by Commissioner Madrigrano, second by Commissioner Payne, motion carried.

### **Discussion and Action on Aircraft Fuels and Oil Aeronautical Service Provider application by Stein's Aircraft Services, LLC.**

Mike and Laurie Stein began Stein's Aircraft Services in 2001 at 526-528 Northview Road, expanding to the hangar at 2611 Aviation Drive, followed by expanding and leasing their current hangar at 2651 Aviation Drive and finally purchasing the hangar at 2651 Aviation Drive

in 2014. The company expanded from 2 aircraft to 12 and now employs 19 full time employees offering aircraft maintenance, pilot, flight training, charter, sales and consulting services.

The application is complete and meets the minimum standards.

Future plans for Stein's Aircraft Service, in conjunction with approval as an aircraft fuels and oil aeronautical service provider, include building a hangar to the east of their existing hangar combined with additional ramp space. Stein's will have three years to build this hangar and ramp space.

With regard to fuel, additional tanks will be installed adjacent to the existing fuel farm at Stein's Aircraft Service's expense of approximately \$500,000 covering the cost of the infrastructure, one 20,000 gallon Jet-A tank and one 15,000 gallon AvGas tank as well as equipment required by local, state and federal regulations.

With the nature of this investment, Waukesha County will suspend land lease payments until December 31, 2020 in consideration for the fuel farm infrastructure investment. Should Stein's Aircraft Services get its fuel service terminated, or default on the lease the fuel farm infrastructure will become property of Waukesha County. Current fuel flowage fees charged to Fuels and Oil Service Providers at the Waukesha County Airport is \$0.10 per gallon of fuel uploaded to the fuel farm and payments are due monthly.

Waukesha County Airport can expect, with the additional revenue of the hangar and fuel, to rely less on the tax levy – approximately \$100,000 a year. Current Airport tax levy dollars is approximately \$162,000 a year.

According to the FAA, Waukesha County cannot discriminate with FBO's and therefore will hold Stein's Aircraft Services to the same standards and rates as the existing FBO, Atlantic Aviation.

First Amended and Restate Lease Agreement between Waukesha County and Stein's Aircraft Service was prepared by Waukesha County Corporation Counsel. The lease term is 18 years and concurrent with the existing lease with the clarification stated above.

Motion to approve by Commissioner Madrigrano, second by Commissioner Payne, motion carried.

Motion to adjourn meeting Commissioner Madrigrano, Commissioners Payne seconded.  
Meeting adjourned at 7:18am

Waukesha County Airport Operations Commission April 16, 2015